

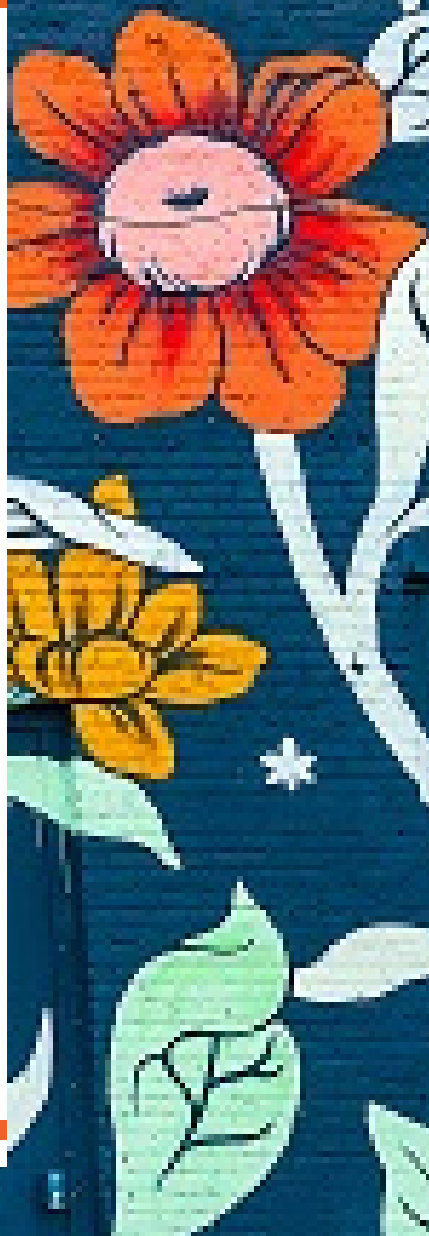
YEAR OF VALUES

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# WE LEARN & WE SHARE

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PROVOCATION NO. 5



If you have  
*knowledge,*  
let others light their  
candles in it.

- Margaret Fuller -

Presentations are an important tool for sharing our knowledge and expertise with others. However, it's easy to fall into traps that leave our audience feeling less than engaged.

Let's look at some tips to help you plan and execute your next presentation.

# *1. Frame your story*

Take your audience on a journey. Consider using stories and metaphors to engage them.

## 2. *Plan your delivery*

Avoid reading from a screen or script.

Use bullet points (on note cards, not slides) to guide your presentation if you need to. Memorizing your talk is best, and the audience will likely connect more with you and your message.

### *3. Develop stage presence.*

Move around the presentation area, but avoid swaying or shifting your weight from side to side. Make eye contact with at least 5 people in the audience.

## 4. Plan the multimedia

Keep it simple but impactful. Well-chosen visuals can draw your audience in, but you should be the focal point. Utilize diagrams, photos, and illustrations when necessary.

# 5. *Put it all together.*

Be sure to practice your presentation many times both by yourself and in front of a select audience.